

# GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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## MINUTES BOARD OF DIRECTORS SPECIAL RETREAT MEETING FEBRUARY 2, 2002

**CALL TO ORDER:** The meeting was called to order by President Bill Katke at 10:14 a.m. at the District Office 455 Avenue Alhambra, El Granada

**ROLL CALL:** Attending were President Bill Katke, Vice President Leonard Woren, Secretary Fran Pollard, Treasurer Laura Stein, and Board Member Shawn McGraw.  
Attending staff were Administrator Gina Holmes and Associate District Counsel Bill Parkin via phone.

**PLEDGE OF ALLEGIANCE** All present recited the Pledge of Allegiance.

**GENERAL PUBLIC PARTICIPATION** No members of the public were present.

1. **ADJOURN TO CLOSED SESSION:** Director Katke read the Closed Session item and adjourned to Closed Session at 10:25 a.m. District Administrator Gina Holmes clarified that only Settlemeyer, Stockwell, and Thompson were to have been on the agenda.

Conference with Legal Counsel: Existing Litigation Govt. Code Subdivision (a) of Section 54956.9 Superior Court of the State of California for the County of San Mateo Complaint: Foreclosure for Delinquent Payment of Assessment(s) Pursuant to Streets and Highways Code Section 8830 et seq.

Granada Sanitary District v. Arthur Settlemeyer, Case No. 417711

v. Wayne Stockwell, Case No. 417720

v. Melvin Thompson, Case No. 417727

v. More, No Case Number

v. Ray, No Case Number

v. Gorrindo, No Case Number

**RECONVENE TO OPEN SESSION:** Director Katke reconvened to Open Session at 10:43 a.m., announcing no reportable action from Closed Session. At this time Associate District Counsel Bill Parkin completed his conference call.

District Administrator Holmes left the meeting at 11:35 a.m..

**SPECIAL ORDER OF BUSINESS:** Board of Directors Annual Retreat: In addition to the list below, Director Katke provided the Board Members with a list of Discussion Items and Time Allocations for the meeting (see Attachment A). The Board proceeded with goal listing, clarification, and prioritizing.

**2. Review and assess status of previous Retreat Goals (not listed in any order):**

- Respond to Constituent's needs
- Community Services District (CSD)
- Residential Capacity Evaluation
- District Land and Facilities acquisition
- Staffing study/general manager hire



- Usage-based charging
- Service area boundaries
- Board meeting management
- Clarify Board focus on long-term issues
- Enhance ability to function as Board, individually, and with Staff
- Community outreach program
- Operational Issues: Finances, Assessment District, Budgeting process, human resource management

3. Discuss and consider modifying and prioritizing previous Retreat Goals

4. Discuss and consider adding Goals including:

- Refunding Facilities Treatment Bond
- Amend Ordinance No. 104: Assessment District Ordinance No.
- Citizen's petition to form Community Services District
- Holding Board meeting once a month
- Starting Board meetings at 7:00 p.m.
- Setting goals for communication with constituents
- Board meeting time savers
- Revise accounting practices
- Establish method for Board and Staff to achieve goals
- Management practices
- Revise sewer service charges to a charge by fixture method
- Change District's Sewer Authority Mid-Coastside maximum allocation from 2700 connections to Local Coastal Program build-out numbers

5. Summarize 2002 Goal list:: Following the review and prioritizing of the items, the Board made a list of projects, goals, and actions (see Attachment B) that they would use to agendize and prioritize the Board of Directors calendar.

6. **ADJOURN**: The meeting was adjourned at 5:00 p.m. **(Woren/Stein, 5-0)**

Submitted on: \_\_\_\_\_, 2002  
SUBMITTED BY: \_\_\_\_\_

Approved on: \_\_\_\_\_ 2002  
APPROVED BY: \_\_\_\_\_

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Gina Holmes, District Administrator

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Fran Pollard, Board Secretary